

TASK LIST

1. Performs a variety of secretarial duties for Commanding Officer (CO) and Executive Officer (XO). Keeps their calendar and schedules appointments and conferences without prior clearance in most cases, and sees that they are fully briefed on the matter to be considered before the scheduled meeting. Screens out phone calls and visitors, and when appropriate, tactfully directs them to appropriate action officers for assistance. Screens incoming correspondence, reports, instructions, etc., and only forward those that need CO/XO's decision, attention and acknowledgement. Assures outgoing correspondence for conformance with general policy, factual correctness, and adequacy of treatment, and calls any deviations or inadequacies to the attention of the originator. Drafts/finalizes CO/XO's official and personnel letters. Makes necessary arrangement for official/non-official travel (30%).
2. As a senior Administrative Specialist, advises CO/XO and Administrative Department Head (military) on establishing internal administrative procedure of unusual or one-of-a kind situations. As requires, provides technical guidance on and assistance to lower grade MLC administrative personnel and military members assigned to PSAPAC. Administers Command Form Control Program, Directives, Instructions and Notices (10%).
3. Advises CO/XO concerning issues related to community relations. Establishes and maintains contact with representatives of the Japan Maritime Self Defense Force, social associates and civil organization to maintain effective liaison and obtaining cooperation, understanding and support. Serves as translator for CO/XO so that they can precisely and clearly exchange and express their ideas during the conferences, visits and events. Coordinates and facilitates meetings between Japanese offices, and other commands regarding special functions, invitations, and related VIP visits, etc. Advises Commanding Officer (CO) and Executive Officer (XO) on local customs, social usage, policies and procedures in connection with official and unofficial contacts with Japanese Government officials and nationals. Provides general information on Japan as requested (10%).
4. Manages and supervises U. S. Navy Personnel Support Activity, Pacific's (PSAPAC) Award program, in a Network comprised of eight Personnel Support Activity Detachments and eight Customer Service Desks located in the Pacific and Indian Ocean areas of responsibility. Determines the level of award meets criteria/prerequisites for an approval and forwards to Awards board or returns inappropriate requests to the originators. Coordinates award board input prior to submission to the Commanding Officer via the Executive Officer for signature. As required, forwards and tracks the status for each award at Commander, U. S. Pacific Fleet while maintaining liaison with the Admiral's staff. Serves as PSA Pacific liaison to Commander, U. S. Pacific Fleet on all awards matters.

Prepares Command Navy Achievement Medals for Commanding Officer's signature and forwarding to Detachments for presentation (30%).

5. Administers, reviews and processes highly confidential and sensitive documents such as reviewing officer's fitness reports and enlisted evaluation reports, and other special and/or incidental projects/actions. Such special assignments require knowledge and skill to recognize the dimensions of the program/problems involved, collect the necessary information, establish the facts, and take or recommend action based upon application or interpretation of established guidelines. (20%)
6. Performs other duties as assigned.